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**Case Service Memo: 2010-01**

**Subject:** State Audit Finding- Counselor Signature On Authorizations and Invoices  
**To:** All Staff  
**From:** Kyle Walker, Case Service Director  
**Date Issued:** 01/29/2010  
**Effective Date:** 01/29/2010

**Purpose:** The purpose of this Case Service Memo is to provide guidance and correct control deficiencies identified by the State Fiscal Year 2009 State Auditor findings. These findings included authorizations for goods and/or services that were not signed by an approval authority, (VR Counselor or Supervisor), a vendor invoice that was not initialed by an approval authority, (VR Counselor or Supervisor), and an unapproved warrant request.

**Policy Clarification:** All authorizations must be signed by the VR Counselor or Supervisor indicating that the expenditure is for an allowable service included in the IPE. No authorization shall leave the DRS office without an approval authority signature. Further, all vendor invoices must be initialed at the total invoiced amount verifying the amount is true and correct. All warrant requests must receive approval by proper authority signature prior to being released.

District Directors are expected to implement office protocols that ensure all authorizations are signed and all invoices initialed by the appropriate approval authority. These approval signatures are required to ensure that expenditures are proper, allowable under the grant provisions, and within federal and state regulations.

**Staff Training:** These requirements are included in Basic Counselor Orientation Training, Office Specialist Training, and Bill Payment training. Case Service will also address this issue with DRS Case Service management on February 18, 2010 to ensure compliance.

Expired